



Meridian Institute

Connecting People to Solve Problems

# Tongass National Forest Advisory Committee Meeting Summary

*Best Western Landing Hotel, Ketchikan, Alaska*

*Wednesday, August 6, 2014, 10am-5pm*

*Thursday, August 7, 2014, 8:30am-5:00pm*

*Friday, August 8, 2014, 8:30am-12:30pm*

The Tongass National Forest Advisory Committee (TAC) held its first meeting from August 6 through August 8, 2014 to kick off the process of developing recommendations on forest management on the Tongass National Forest with an emphasis on young-growth management. During the meeting the Committee discussed operating procedures and goals for the process; talked about the Committee members' interests and objectives for the process; developed a vision statement for the process; nominated co-chairs; and identified information needs to inform future deliberations. Throughout the discussions, the members worked to acknowledge the importance of the diverse values and interests represented within the group, and laid a foundation for productive and collaborative discussions.

The meeting agenda is available online, [here](#). The following summary provides a description of each topic discussed and the resolution (where applicable).

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## Welcome and Introduction to the Process

Irene Dundas, President of the Ketchikan Indian Community, and Sylvia Banie, Vice President of the Organized Village of Saxman, opened the meeting by formally welcoming meeting attendees to their community. The subsequent introductory remarks emphasized gratitude and appreciation for the commitment of the TAC members.

Tongass Forest Supervisor Forrest Cole and Regional Forester Beth Pendleton reflected on the following themes:

- Confidence that the process will be successful given the TAC members' depth of experiences, openness, creativity, and willingness to work through difficult issues;
- The value and weight associated with a consensus outcome;
- Commitment from the Forest Service to the transition to predominately young growth management and to this process; and
- The importance of adhering to the transition timeframe.

Meryl Harrell, Chief of Staff to the Under Secretary, Natural Resources and Environment, U.S. Department of Agriculture, expressed her appreciation to the Committee members, and stressed the important opportunity they have before them. She offered the following words of wisdom:

- Keep an open mind;
- Listen and learn from one another;
- Fully commit to the collaborative process;
- Keep the timeline in mind; and
- Aim for full consensus wherever possible.

After the introductory remarks, the Tongass National Forest staff, Meridian Institute facilitation team and TAC members and alternates introduced themselves. The meeting attendee list is included in Appendix A. TAC member biographies are available online, [here](#).

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## Background and Overview of Goals and Assumptions

Jason Anderson, Designated Federal Officer (DFO) for the Committee, provided an overview of: goals and assumptions related to the TAC; potential end products from the process; relevant legislation; and, forest planning processes and acronyms. He also discussed how the TAC process aligns with the Tongass Forest Plan Amendment process, making it clear that the two parallel efforts will be closely coordinated. During his presentation (available online [here](#)), he referenced the following background documents:

- The [Secretary's Memorandum: Addressing Sustainable Forestry in Southeast Alaska](#) includes an overview of the Secretary's goals for the transition.
- The [TAC Charter](#) outlines the sideboards and expectations for how the TAC will conduct business, including a description of duties, roles, and responsibilities.
- The [Tongass National Forest Plan Amendment Notice of Intent](#) defines what is anticipated for the amendment and what it is intended to accomplish.
- The Tongass Integrated Plan ([full document](#) and [summary](#) both available online) provides the Tongass's 5-year schedule of timber, watershed restoration, and road and recreation projects.
- The [Land Management Plan Amendment and TAC Process Timeline](#) graphic details the TAC and Plan Amendment process timelines.
- [Guidance for Tongass Advisory Committee](#) provides an overview of Agency sideboards and assumptions for the process, as well as possible end products and key elements that could be considered as part of the Plan Amendment.
- [Potential Products for Plan Amendment](#) complements the guidance document by providing a visual representation of goals, issues, and possible solutions.

## Committee Member Interests

Connie Lewis of Meridian Institute provided an overview of interest-based negotiations, which distinguishes between interests (core values people want to preserve or advance) and positions (strategies for preserving or advancing interests). She urged TAC members to develop recommendations that address all members' interests, rather than narrowly focusing only on advancing individual agendas. The success of the group will depend on all members valuing other members' interests as legitimate and important, even though they may not be quantified in the same ways. Not everyone will achieve 100% of what they would hope for, but with leadership, risk taking, and some measure of compromise, everyone, and the greater community of interests, both locally and nationally, stands to gain.

Following Connie's overview, the Committee members were given a few minutes to work individually on a description and/or illustration of the interest(s) they represent in this process. They then presented their work. The interests they articulated were:

- Preserving the unique environment and way of life inherent in Southeast Alaska's native culture, community, and natural resources.
- Economic security, at the local level for communities and native villages, as well as at the national level. This includes removing obstacles to economic development, diversifying the economic drivers of the region, and ensuring high quality, stable, long-lasting job opportunities that families can count on.
- Consistent, predictable flow of resources from the forest (including timber, fish, wildlife, and minerals, among others) through sustainable management.
- Stable, self-sufficient, healthy communities that consist of empowered individuals, sustainable businesses, and a continuation of cultural heritage. This can be achieved in part by leveraging the innovative capacity of Alaskan communities.
- Prioritization of the protection of subsistence resources.
- Coordination, collaboration, and consultation with tribes, communities, and adjacent property owners.
- Planning and management at the landscape-scale to achieve a balance of wild landscapes and productive lands.
- Tangible outcomes that are worthy of the investment of time and resources and that set an example for the rest of the U.S. because of their longevity, durability, and adaptability, keeping in mind that the Tongass is both a local and nationally recognized treasure.
- Retaining youth in local communities who are empowered through a foundation of knowledge and skills.
- Sustainable triple-bottom-line benefits to achieve a balance of community, economic, and environmental benefits.
- Healthy, intact, functioning ecosystems as indicated by the health of salmon habitat.

- Alaska as a leader in the clean energy economy through locally produced, affordable, clean energy and power (i.e., biomass, hydro, wind, geothermal, tidal, hydrokinetic, etc.) that not only allows for energy self-sufficient communities, but also offers opportunities for export.
- Avoided social costs of carbon by recognizing the importance of the Tongass National Forest as a carbon sink.
- Opportunities for future generations.
- Attracting people and investment (public and private) into the region.
- Social outcomes that achieve Section 101 of NEPA, in which people and nature exist together in productive harmony.

Some of the members also talked about structuring the process to support an interest based approach:

- Keep it simple, visual, collaborative, and transparent;
- Focus on common ground and a shared sense of urgency;
- Acknowledge uncertainty;
- Encourage dialogue and conversation as opposed to argument;
- Produce durable consensus based on a discussion of the full range of issues;
- Provide timely delivery of amendment recommendations;
- Achieve early wins and a sense of achievement early-on;
- Provide process-relevant baseline data and information about data gaps; and
- Build relationships that will endure beyond the TAC process.

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### **Collective Vision: A shared vision for the Tongass National Forest**

This part of the agenda was structured around developing a shared vision statement – something to serve as a reminder of common interests and values when the going gets tough later on in the process. Connie Lewis reviewed what the TAC members had said about their interests and goals for the process during interviews the Meridian facilitation team conducted earlier in the summer. All the members talked in the interviews about the heavy reliance of Southeastern Alaskan communities on the suite of resources and benefits provided by the Forest, including timber, fish, scenic qualities, and recreation, among others, while recognizing that there are important regional and national interests to consider as well. Another common feature of the interviews was an emphasis on maintaining a healthy, resilient ecosystem as an absolute necessity to sustain the flow of goods and services from the Forest. A high level, non-attributed summary of the interviews is available online, [here](#).

The Committee members were then asked to work in small groups to talk about their vision for the future of the Forest. From those discussions, the following themes emerged:

- Predictable benefits leading to resilient communities;
- Long-term outcomes that are enduring yet flexible and adaptive;
- Balance of triple-bottom-line benefits (economic, social, and environmental);
- Partnership and collaboration; and
- Recommendations that are implementable.

With those themes in mind, the group developed the following draft vision statement to serve as a foundation and guide for their deliberations:

*We the members of the TAC envision a future in which:*

*Southeast Alaska is comprised of prosperous, resilient communities that have the opportunity to predictably use and benefit from the diversity of forest resources to achieve the social, economic, and ecological health of the region for current and future generations.*

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## **Ethics Training, FACA 101, and Overview of TAC Charter**

Committee Coordinator, Nicole McMurren, provided ethics training, which is required for all federal advisory committees, to ensure that members have a thorough understanding of federal government ethical requirements. Nicole clarified that although some of the members do have contractual relationships with the Forest, those would only be a concern in case of a direct and specific financial interest related to the TAC's deliberations. Committee members should discuss any potential concerns with the DFO and/or consult with the Office of General Council.

Diana Portner of Meridian Institute provided an overview of the Federal Advisory Committee Act (FACA), describing the history, purpose, and requirements of the Act, and how it affects meeting procedures and record-keeping. Her power point presentation (FACA 101) is available online, [here](#). DFO, Jason Anderson, clarified that FACA requirements for public notice and open meetings do not apply to subcommittees or to field trips that may be convened or conducted by the TAC. However, no decisions can be taken outside of the full Committee.

Jason Anderson reviewed the TAC charter, noting that all the documents referenced within the charter are available online at [www.merid.org/tongassadvisorycommittee](http://www.merid.org/tongassadvisorycommittee) under Background Materials. The charter specifies a narrow scope, focusing on the transition to young growth forest management. Jason emphasized the importance of framing the initial set of recommendations on that transition while acknowledging that there is a context within which forest management occurs, and a broader set of interests and concerns at the table. The Committee needs to produce the initial recommendations by April 15 for incorporation into the Forest Plan amendment, but with the option of taking up other issues

– perhaps developing a larger regional strategy - once those recommendations are submitted. The members indicated their commitment to meeting the April deadline.

Jason also reminded the Committee of the power of consensus outcomes. He strongly urged the TAC to work toward consensus by ALL members when possible, even though the charter specifies that recommendations must be approved by consensus of the groups represented (two out of three within each interest group) but not necessarily by consensus of all participants. He also clarified that a quorum of 10 out of the 15 members is required to hold a TAC meeting. In the absence of a quorum, those in attendance may still conduct a subcommittee meeting, with the caveat that subcommittees are precluded from making any decisions about recommendations.

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### **Committee Operating Procedures, Guidelines and Norms of Behavior**

Connie Lewis reviewed a draft document detailing possible operating procedures for the Committee. The draft procedures were developed by the Meridian team in part based on suggestions made by the members during their interviews, which included:

- Personal relationships, trust, and respect as the foundation for productive discussions;
- The need for clarity around decision-making protocols and the importance of not allowing a small minority to hold up progress;
- The value of achieving substantive agreements early-on;
- Clarity around the role for the alternates, and a meaningful way for them to engage in the deliberations;
- The need for healthy, forward looking debate, while avoiding unproductive discussion; and
- Responsibility of each interest sector to keep their constituents updated about the discussions.

The Committee discussed and edited the draft operating procedures. See Appendix B for the updated version, or view them online, [here](#). Discussion highlights are included below.

#### ***Ground Rules, and Meeting Conduct and Procedures***

It must be assumed that each member comes with good intent. However, disagreement is inevitable and healthy. It is OK to respectfully explore one-another's differing perspectives, assumptions, and interpretations, and to question facts. Members each have a duty to articulate any concerns and to strive towards consensus.

In addition, the members acknowledged the need to make known to the group any issues or actions that happen outside of the meetings that may impact the Committee deliberations or lead to a loss of trust. Each individual should follow their conscience in determining if it is in

the TAC's best interest to bring an issue to the attention of the Committee – and to err on the side of disclosure.

### *Membership*

The members recognized that consistent attendance is crucial to an effective process and ultimately to providing recommendations in a timely manner. It is also essential to ensure that each interest sector is represented by at least 2/3 of their members being present for decision-making purposes. The members recognized the need for contingency planning due to travel, weather, emergencies, etc., and suggested that conference lines be made available for remote participation in those instances. Member should provide advance notice to the DFO if they anticipate being absent for all or part of a meeting and/or if they need special accommodation. It was agreed that if there is an unexcused absence, the DFO will contact the member to discuss future participation. While the DFO has the authority to determine if a member should be removed from the Committee, the members agreed that each member has a responsibility to consider the need to step-down if they are unable to uphold their commitment to the TAC. This applies to meeting preparation as well as to attendance.

### *Chairperson/Co-chairs*

The TAC charter specifies that a chair or co-chairs will be named by the Secretary. The group agreed that the chair(s) serve an important leadership function; need the trust of the other members; and, should be able to serve as a bridge among the interest sectors represented on the Committee. Specific duties will include serving as a liaison between staff and Committee members, and with external groups who may want to present information to the TAC, and helping in the initial review of meeting agendas and summaries. The group identified several qualities that will help the TAC chair(s) succeed:

- Ability to represent the value placed by the Committee on the importance of community;
- Familiarity with collaborative processes;
- Not being too intimately associated with either timber or conservation interests, in order to help bridge those differences;
- Being a “new face” in the issue/discussions for which there is so much previous baggage; and
- Having sufficient time to commit to the role.

It was acknowledged early in the discussion of potential co-chairs that every member of the Committee has the credentials and experience to serve in the chair role. After consideration of several possibilities, the Committee nominated Wayne Benner and Lynn Jungwirth as co-chairs who will share equal responsibility. They were recognized for their dedication to community interests, and the complementary way in which they represent local and national concerns (Wayne, with a local perspective as City Administrator of Thorne Bay in Southeast Alaska and Lynn, from California, with experience in collaborative community



initiatives around the country). It was noted that they will need to be formally appointed as co-chairs by the Secretary of Agriculture.

### ***Alternates***

Alternates are not allowed under FACA regulations to participate in decisions about TAC recommendations unless they replace a member who steps off the Committee for medical or other reasons. Nevertheless, the members agreed that it would be highly beneficial to have alternates sufficiently engaged in deliberations to be ready to step in should they be asked to take a membership seat. The members also recognized the value of being able to draw upon the alternates' experience and knowledge. Therefore, the Committee decided to allow alternates to participate in TAC deliberations except when decisions are made about recommendations, pending confirmation by the DFO with legal counsel that this is an appropriate role for the alternates. In addition, alternates are expected to abide by the same ethical and attendance expectations as the Committee members.

### ***Subcommittees***

The TAC has the ability to appoint issue-specific subcommittees. Subcommittees are not required to provide advance public notice of their meetings or to conduct meetings in an open setting, but they are precluded from making any decisions about recommendations, and must forward their advice and work products to the full TAC rather than directly to the Secretary. The DFO will work with the TAC to determine if/when to establish any subcommittee(s), and whether to provide public notice of their meetings.

It was noted that TAC members can have informal conversations with one-another outside of TAC meetings without prior consultation with the DFO or being designated as subcommittees.

### ***Communication***

The TAC recognizes the value of a unified front. They also understand that each member will be most effective if they personally communicate about the TAC with their own constituents and interest groups. In light of these potentially contradictory needs, the Committee members agreed that they will craft a joint "key messages" statement at the conclusion of each TAC meeting to serve as the basis for external communications. Meridian Institute will distribute a press release with the key messages to the Forest's media contact list, on behalf of the TAC.

The members also recognized that the Forest will necessarily continue to do its own messaging about the TAC process and the Forest Plan amendment through press releases and other outlets. To the extent possible, the DFO will work with the Forest external affairs staff and others responsible with those communications to align their messages with the TAC's key messages, although that may not always be possible. The members also acknowledged that external groups with which some of them are affiliated may also send messages that do not necessarily reflect the views of the individual members.



## Public Comment

The Committee encourages members of the public to provide input to the process through oral and/or written comment. Every TAC meeting will include a public comment period.

During this meeting, the following comments were submitted:

- Bob Weinstein, Office of Senator Mark Begich, wants the TAC to be aware that Senator Begich is very interested in, and will be closely following, the Tongass transition process.
- Shelly Wright, Executive Director of the Southeast Conference, encouraged the TAC to consider an alternative management strategy. The Conference has been working on such a strategy for a number of years and believes the TAC could benefit from their work, which is oriented towards forest management to meet everyone's interests. She offered the opportunity for the Southeast Conference to provide a presentation to the TAC regarding this work.
- Chelsea Goucher, Executive Director of the Greater Ketchikan Chamber of Commerce, urged the Committee and the Forest Service to amend the Forest Plan in a manner that allows for more variability in Land Use Designations (LUDs), including options for renewable energy beyond hydropower, as well as by overlaying mineral use designation including strategic minerals. She also recommended taking industry financial viability into consideration when developing recommendations about timber harvest, e.g., by recognizing the investments required for capital improvements. She noted Executive Order 12866, which requires regulations to consider all costs and benefits, including socio-economic impacts.

The Committee also received a written comment during the meeting from Ernie Eads. His comment spurred conversation about how to manage written and email submissions – either during or between meetings. It was agreed that such comments will be made available to all Committee members and alternates, and will become part of the Committee record (unless they are submitted anonymously, in which case they will still be provided to the members, but will not be part of the formal record). The mechanism for how they will be shared will depend on the length of the submission, among other factors, and might include reading them aloud, posting on a bulletin board at the meeting, posting electronically, emailing to a member list serve, or some combination of the above. In any case the underlying desire is transparency and timeliness.

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## Next Steps

### *Information Requests*

The TAC reviewed a preliminary list of data needs compiled by the Forest and Meridian staff to help inform the group's deliberations. In addition to suggesting additional data needs and recommending possible sources for the information, the members offered some

thoughts about which topics to cover in expert presentations (as opposed to simply distributing and/or posting links to background reading materials). They also began prioritizing the most important topics for purposes of meeting the April recommendations deadline relative to the transition to young growth. Since the group did not have time in the meeting to finish refining the list they delegated the DFO, staff, and chairs to continue editing the list, and to move forward with scheduling presentations and distributing priority materials in advance of the next TAC meeting. The updated list is included in Appendix C. The expectation was established that background materials will be posted online as they become available. The Committee also requested an update at each meeting about the Forest Plan Amendment process.

### *GIS Capability*

Recognizing that the TAC will need GIS and mapping support for their deliberations, Dave Albert from The Nature Conservancy (TNC) was invited to give a brief presentation on a mapping tool that TNC has been exploring in partnership with Sealaska and the Forest Service. The Tongass Timber Tool that TNC developed for the Tongass Futures Roundtable is one example of GIS capability that might be useful to the Committee (though the data would need to be updated). It contains GIS layers such as LUDs, old growth/young growth, etc., and value overlays such as timber, conservation, and subsistence. They are considering the development of additional technology that will eventually allow users to run their own analysis on forest planning scenarios to understand the effects of different forest management approaches in different geographic areas.

In the discussion that followed, it became apparent that there is considerable variability within the group about their level of familiarity and proficiency with GIS. While all members recognized the value of a new GIS tool, most said they would want an expert to manipulate the data and do the actual analysis if it were utilized in future meetings. A few members were personally interested in using the technology, so TNC offered to provide an updated version of the Timber Tool to those members who requested it for their personal use. It was also assumed that the Forest will continue to provide GIS analytical capability to the group, within reason.

### *Scheduling*

The TAC agreed to the following tentative schedule of future meetings, with the assumption that they will be held at various locations in Southeast Alaska:

- September 10-12, Juneau
- October 6-10, Tentatively on Prince of Wales Island, pending logistics planning
- November 19-21, Tentatively Sitka
- January 12-16, TBD
- February 16-20, TBD
- March 16-20, TBD

In some instances a full week is being held for scheduling purposes, but the meetings will likely only be at most three days in length. See Appendix D for a preliminary description of future meeting objectives that was prepared by Meridian staff prior to this meeting.

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## Reflections on the Meeting

### *Key Messages*

The TAC identified the following points as the basis for their key messages statement, to be finalized by the nominated co-chairs in cooperation with the staff.

1. Meeting activities: During the first meeting of the TAC, the Committee discussed operating procedures and goals for the process; developed a vision; nominated co-chairs; and identified information needs and activities to assist with future deliberations. Throughout the discussions, the members worked to acknowledge the importance of the diverse values and interests represented within the group, and laid a foundation for a productive and collaborative tone for the process.
2. Importance of communities: The members expressed universal interest in supporting Southeast Alaska communities through Tongass Forest management and the committee's activities. This was reflected in the Committee's vision statement.
3. Good start and team: The Committee is excited about the diversity of its members, their experience and potential for different ideas they might bring to the challenge of forest management and the transition to an emphasis on primarily young growth timber harvest in Southeast Alaska.
4. Aware of their challenge: The Committee is aware of the challenges they face and the need to produce timely recommendations as input to the Tongass Forest Plan Amendment.
5. Public participation: The Committee encourages interested members of the public to attend future meetings and bring any new ideas and/or concerns to the Committee through the public comment process.
6. Next meeting: The next meeting is scheduled for September 10-12, 2014 in Juneau, Alaska.

The press release with the finalized key messages is available online, [here](#).

### *Member Reflections*

Prior to the close of the meeting, the members and alternates were given an opportunity to reflect on their impressions of the first meeting. Overall, the tone was positive, with the following themes emerging:

- Optimism about the process, and looking forward to future meetings;
- Foundation has been built with respect and growing trust that will provide a sense of unity for the TAC team;
- Appreciation for the hard work, commitment, and sacrifice of the staff and Committee members;
- The importance of having the backing of the Forest Service (local and national) and their willingness to seriously consider the TAC's recommendations;
- Impressed by the knowledge, experience, and good-will of the members, and their desire and capacity to create a positive outcome; and
- Acknowledgment of the challenge they face, sense of urgency, and shared understanding of the importance of the work the Committee has before it.

## Appendix A – Participant List

### *Committee Members in Attendance*

Jaeleen Araujo  
Wayne Benner  
Kirk Hardcastle  
Phil Hyatt  
Lynn Jungwirth  
Chris Maisch  
Brian McNitt  
Eric Nichols  
Keith Rush  
Erin Steinkruger  
Andrew Thoms  
Woody Widmark  
Wade Zammit

### *Absent Committee members:*

Richard Peterson  
Carol Rushmore

### *Alternates in attendance:*

Les Cronk  
Jason Custer  
Chris Rose  
Kate Troll

### *Absent alternate:*

Robert Mills

### *Committee Staff (USFS/Facilitators)*

Jason Anderson  
Karen Hardigg  
Connie Lewis  
Nicole McMurren  
Diana Portner

### *USDA/USFS Employees*

Vel Diemert  
Chris French  
Meryl Harrell  
Susan Howle  
Sue Jennings  
Beth Pendleton  
Carol Seitz-Warmuth  
Regis Tierney  
Marina Whitacre

### *Members of the Public*

Dave Albert  
Nick B.  
Sylvia Banie  
Len Barson  
Peter Chaille  
Clare Doig  
Irene Dundas  
Chelsea Goucher  
Agnes Moran  
Colin Shanley  
Paul Slenkamp  
Bob Weinstein  
Shelly Wright

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## Appendix B – Tongass Advisory Committee Operating Procedures

# Tongass National Forest Advisory Committee Operating Procedures

*Draft – Updated August 8, 2014*

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### General Ground Rules

Collaboration is most successful when there is mutual respect that encourages constructive and creative input. Respect is engendered when each member of the Group:

- Respects the full range of views and perspectives represented at the table.
- Listens constructively and respectfully: Sincerely tries to understand other members' needs and interests.
- Actively seeks to work towards mutually beneficial outcomes.

### Meeting Conduct and Procedures

The co-chairs and members of the Committee have joint responsibility for assuring that these operating ground rules are observed. Committee members are encouraged to bring concerns regarding the operating ground rules, and adherence thereto, to the attention of either of the co-chairs, facilitation staff, or the DFO, for consideration of possible revision or other appropriate action. Since the success of the Committee depends upon the cooperation and effective communication between and among its members, Committee members agree to:

- Assume good intent;
- Operate in good faith;
- Conduct themselves in a professional and courteous manner;
- Support everyone's right to be heard;
- Discuss issues openly and with each other;
- Talk about any concerns and work to find ways to resolve differences as they occur;
- Take responsibility for finding solutions and working towards consensus (every member shares that burden);
- Deal with concerns within the TAC by talking directly with one another – not by going to the press, or others outside of the Committee;
- Be punctual at the start of meetings and following breaks;
- Participate, share the floor, and be concise;
- Value differences and disagreements;



- Strive to understand information and facts being presented by questioning assumptions when there is disagreement and/or uncertainty;
- Avoid personal attacks, by focusing critiques on issues, not people;
- Protect the integrity of the TAC's deliberation by exercising discretion and good judgment when communicating about the TAC to others (Don't mess it up!);
- Not publicly represent or characterize the views or opinions of another Committee member outside of any Committee meeting or activity; and
- Look ahead – acknowledge the past, but don't rehash it.

## No Surprises

Members will make good faith efforts to inform the full Committee of any imminent legal action related to the purpose of the Committee or that may directly impact other members of the Committee. Where members are involved in requests for administrative review related to the purposes of the Committee (i.e., appeals, FOIA requests, protests, objections) they will notify the Committee and make good faith efforts to inform the Committee of concerns or issues in advance of any formal request or administrative review.

## Collaboration and Decision-Making

In the spirit of collaborative problem-solving, the Committee will strive to produce consensus recommendations and advice that address the needs and interests of all participants. Consensus is defined as all members being able to "live with" a recommendation going forward. At a minimum, according to the TAC Charter, Committee advice and recommendations must be approved by consensus of the groups represented (2 out of 3 within each of the 5 interest groups on the TAC). When consensus is not achieved, differing perspectives and the reasoning behind contrasting opinions, as well as the degree to which there is or is not agreement, will be documented carefully. No Committee decisions can be reached outside of full Committee deliberations.

## Roles and Responsibilities

**Membership:** All Committee members and alternates are expected to attend all full Committee meetings in person whenever possible and virtually when needed, and participate in subcommittees or working groups where appropriate. Members have the responsibility to inform the staff in a timely manner if they are unable to attend in person for any reason or if they have to depart early. They should strive to attend by teleconference if they can't attend in person, and should be accountable for their responsibility to help maintain sufficient representation for their sector.

If there is one unexcused absence then the DFO will check in with the member to discuss the circumstance and ask for better attendance and communication in the future. If a member finds it difficult to participate regularly then they should consider resigning from the TAC.

Members should come prepared for each meeting.

Members have a responsibility to network with their constituencies.

**Designated Federal Official (DFO):** Jason Anderson will serve as the DFO for the Committee (as assigned by Forrest Cole, Tongass Forest Supervisor). The DFO will approve or call the TAC and any sub-committee meetings; helping to prepare/approve all meeting agendas; chair meetings when directed to do so by the official to whom the TAC reports; and, serve as a liaison and primary point of contact to the U.S. Forest Service and the U.S. Department of Agriculture. He will attend all meetings, including subcommittee meetings, and serve as a resource to the Committee members by explaining agency processes, sideboards and constraints, and to provide background information and requested materials, and answer questions as they arise.

**Chairperson/Co-chairs:** Wayne Benner and Lynn Jungwirth were nominated as co-chairs of the Committee. The co-chairs will share equal responsibility, and will work closely with the DFO and facilitation team to:

- Review agendas;
- Help determine what presentations and background materials will be presented to the TAC;
- Review meeting minutes and reports;
- Help keep deliberations on track toward achieving their goals; and
- Help with monitoring/tracking the work of subcommittees.

In addition, the co-chairs will be available to Committee members to discuss questions and concerns about the process.

**Alternates:** If a member of the TAC is dismissed from the Committee, or otherwise becomes unable to participate, then the alternate for the sector that member represents will assume that member's position on the Committee. Alternates may be asked to join subcommittees and will be able to participate in deliberations, but may not be part of decision-making about the TAC's recommendations. Alternates are expected to attend all Committee meetings.

**Subcommittees:** Subcommittees may be established by the DFO as recommended by the TAC, as needed, to provide a greater level of focus on particular issues. Subcommittees can consist of members, alternates, and people with specific expertise and/or experience not on the TAC, and will be chaired by a TAC member. In addition, at appropriate times, technical experts may be invited to participate in and offer advice to the Subcommittee. Subcommittees will forward their work to the full Committee. Subcommittees are not authorized to make decisions for the Committee as a whole. All members and alternates will be notified of the full membership of each Subcommittee. Subcommittees will be asked to provide regular reports to the Committee through an oral briefing and in writing when

necessary. Meetings of subcommittees need not be open to the public, or be announced in advance through the Federal Register.

**Facilitation staff:** Connie Lewis and Diana Portner of Meridian Institute will serve as neutral third party facilitators, and will take no positions on the issues before the Committee. The role of the facilitator(s) includes developing draft agendas, facilitating Committee and Subcommittee discussions, working to resolve any impasses that may arise, preparing meeting summaries, assisting in the location and circulation of background materials the Committee develops, and other functions the Committee requests. The integrity of the process depends on Meridian maintaining extraordinarily high standards of transparency, inclusiveness, and respect for all perspectives. Meridian will be readily accessible to Committee members and will work to ensure that the process runs smoothly.

### Public Involvement and Press Inquiries

**Open Meetings:** Meetings will be announced in the *Federal Register*, and, consistent with Federal Advisory Committee Act (FACA) requirements, will be open to the public. The public will be given opportunities at designated times during each meeting to make comments, raise questions, or submit materials for the record. Time limits for oral comments will be determined by the facilitator, DFO, and co-chairs. The facilitator will ensure that all written comments are distributed to all Committee members. If a Committee member believes that a member of the public can provide valuable information to the Committee, he or she can request that the DFO provide time outside of the official public comments period for that person to speak.

**Communication:** The Committee members will prepare “key-messages” from each meeting. Co-chairs will approve the final version for Meridian to distribute on behalf of the Committee. In their communications with media, TAC members should utilize those key messages. Beyond that, members will represent themselves and their organizations only, and will not speak on behalf of the Committee. They will abide by the expectation to protect the integrity of the TAC’s deliberation by exercising discretion and good judgment when communicating about the TAC to others. “Media” for these purposes includes press, television, radio, websites, and other public information distribution mechanisms.

**Meeting Summaries:** The Committee will maintain a written record that will accurately summarize the content of and any decisions made at meetings. Summaries will be prepared in draft form and all Committee members will be provided an opportunity to suggest revisions and changes to a draft meeting summary if they do not believe it accurately portrays the Committee’s deliberations. The DFO will approve the meeting summary prepared by the facilitators for each FACA meeting. Once approved as final, meeting summaries will be available to the public. The summary will include a record of the persons present, including Committee members and members of the public who make written or oral presentation, and description of the matters discussed and conclusions reached,

including copies of all reports and other documents received, issued, or approved by the Committee at the meeting.

**Agenda and Background Materials:** Preliminary TAC meeting agendas will be developed by the DFO, facilitator and Chair in consultation with the members.

DRAFT

## Appendix C – Information Requests

# TAC Background Information Requests

*Draft – Updated August 25, 2014*

## Ecological

### *Timber - Young Growth*

- Review of existing information on young growth - what data is available and what do we know from that data (include private and public lands)
- Map of where young growth exists on forest and relation to Forest Plan LUDs
- Past, current, and projected harvest volumes and age distribution
- Growth models/growth distribution
- Effects of harvesting stands before reaching maximum growth rate (Culmination of Mean Annual Increment) on forest dynamics, wildlife, hydrology, etc.
- How CMAI is calculated in Southeast Alaska
- Tongass-Wide Young Growth Study (TWYGS) – report on first 5 yrs. of study

### *Timber – Old Growth*

- Bridge timber – state 5 year timber sale schedule and FS 10-year schedule
- Timber volume currently under contract (FS, state, mental health, and university)

## Social

- Demographic projections
  - Alaska population trends and census data key indicators
  - Population trends and business - Juneau Economic Development Council
- Traditional knowledge
  - High level discussion of how traditional governments fit in
    - Subsistence resources/uses
  - Traditional territories/cultural sites
  - Mapping under traditional names

## Economic

- Governor's Timber Task Force report on current statistics for wood products industry
- Case studies/transactional evidence on past harvest of 2<sup>nd</sup> growth
- Demand
  - Volume and species of export (Alaska, lower 48, international)

- Estimated local demand for timber
- Data on existing industry (i.e., flows, markets, processing facilities, etc.)
  - McDowell Group reports
  - Reports from SE Conference
- Current mill and harvesting capacity
- Renewable Energy & Biomass information
  - SE Integrated Resource Plan (AK Energy Authority)
  - Cluster group on biomass
- Information on costs and opportunities with re-tooling (cost evaluation, scale, size, etc.)

### Planning and Policy

- Current Land Use Designations (LUD) and location of young-growth in relation to the LUDs
  - Understanding of what young growth is off-limits and why
- 2001 Roadless Inventory (M)
  - Map of where Roadless overlay intersects w/ young growth land-base and implications
- Culmination of Mean Annual Increment - legal implications of language on CMAI in the National Forest Management Act (NFMA)
- Text of CMAI language in proposed Sealaska legislation
- Tongass Integrated Plan, 2013
  - Specifically highlight old growth vs. young growth projects
  - In relation to charter and how it fits together/how sales have been modified
- 2008 Tongass Land Management Plan
  - Basic overview of the key plan components affecting young growth timber
  - Full text

### Additional Information of Interest

- Wildlife and fisheries high value habitat/watersheds
- Karst
- Renewable energy options
- Timber markets
- Community

### Other

- Case studies from other locales that have dealt with transitions in resource-based economies (sources might include the World Bank and Research Council on Competitiveness).



- SE Conference alternative management strategy research
- "Governing the Tongass" by Martin Nie
- Reports being produced by Sealaska for the Forest (young growth modeling, stock/age distribution, old growth, infrastructure)
- Summaries of the policy landscape by John Sisk
- "Book of the Tongass" edited by Servid and Snow

## Definitions

*(Note: some may exist through FS, others the committee will need to agree on)*

- Viable/viability (i.e., viable industry; economically viable; etc.)
- Financial feasibility
- Young growth/Old growth
- Quality
- Primarily
- Integrated industry
- Natural limitations

## Appendix D – Tentatively Proposed Schedule

Month/Date	Planned Activities
August 6-8, 2014 Ketchikan	<ul style="list-style-type: none"> <li>First TAC meeting (objectives to include: introductions; presentation of summary interview results; review FACA requirements; establishment of TAC goals, scope, operational protocols; team-building; overview of forest planning; initial discussion of member/constituent interests; review work plan, and schedule dates for and location of future TAC meetings; identify initial information needs)</li> </ul>
September 10-12, 2014 Juneau	<ul style="list-style-type: none"> <li>Second TAC meeting (objectives to include: informational presentations and discussions about the substantive issues for the TAC, e.g., silvicultural considerations in transition from Old Growth to Young Growth, forest inventory and current land use designations, markets for Young Growth, Roadless Rule update, wildlife and fisheries considerations, etc.); review possible alternative elements and other potential recommendation components; discuss agenda and preparatory work in anticipation of next TAC meeting)</li> </ul>
October 2014 Tentatively week of 6-10 Prince of Wales Island	<ul style="list-style-type: none"> <li>Third TAC meeting (objectives to include: initial conceptual discussion of substantive issues - where there is concurrence, where there are differences, and what needs to be on the table for deliberations re: development of recommendations; discuss agenda and preparatory work for next TAC meeting)</li> </ul>
November 19-21, 2014 Tentatively Sitka	<ul style="list-style-type: none"> <li>Fourth TAC meeting (objectives to include: begin development and evaluation of recommendation options; identify subcommittees to begin work on recommendations drafts).</li> </ul>
December 2014	<ul style="list-style-type: none"> <li>Subcommittees (We could hold another full TAC meeting if necessary)</li> </ul>
January 2015 Tentatively week of 12-16	<ul style="list-style-type: none"> <li>Fifth TAC meeting (objectives to include: review and evaluate initial recommendations; and how recommendations might translate into Management Plan modifications, including standards and guides, and land use designation)</li> </ul>
February 2015 Tentatively week of 16-20	<ul style="list-style-type: none"> <li>Sixth TAC meeting (objectives to include: finalize recommendations for the standards and guides, and suitable and available land base; finalize LUD Map and narrative).</li> </ul>
March 2015 Tentatively week of 16-20	<ul style="list-style-type: none"> <li>Seventh TAC meeting (objectives to include: implementation considerations)</li> </ul>
April 2015	<ul style="list-style-type: none"> <li>Finalize final report of outcomes</li> </ul>